## HEALTH AND SAFETY COMMITTEE POLICY

[Organization Name] is committed to ensuring the health and safety of all its employees. In pursuit of that, [Organization Name] will abide by all outlined legislation for the territory of Nunavut as established by the Nunavut *Occupational Health and Safety Regulations.* Further, [Organization Name] recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

POLICY

As [Organization Name]’s workforce exceeds 20 or more employees, a Health and Safety Committee is required to ensure the health and safety of all individuals on the premises. The Committee shall be composed of an equal number of workers chosen by the workers at the worksite, who are representative of and who shall represent the occupational health and safety concerns of the workers at the work site; and individuals chosen by the employer, (or by each employer where workers of two or more employers work at the same work site,) to represent the employer or employers.   
  
At [Organization Name], (Insert Role(s)/Name(s)) are the employer representative(s).   
  
At the first meeting of the Committee, members of the Committee representing workers shall elect a worker co-chairperson from among their number; and [Organization Name] shall appoint one employer co-chairperson from the members of the Committee representing the organization.   
  
The employer representative and the employee representative chosen by the rest of the employees are the co-chairs of the Committee. They will be certified and trained as per the Nunavut *Occupational Health and Safety Regulations.* Their time spent in training will be considered work time and they will be compensated at their regular rate of pay. [Organization Name] is responsible for the costs incurred by the training program.

In the event that one or both of the co-chairs leave [Organization Name], they shall be replaced, and their replacement(s) trained as soon as reasonably possible.

The following are the powers of the Committee under the *Occupational Health and Safety Regulations*: 

1. Identify situations that may pose danger or a hazard to employees;
2. Provide recommendations to [Organization Name] on ways to improve safety in the workplace for employees;
3. Make recommendations regarding establishing, maintaining, and monitoring any health and safety measures, procedures, or programs to [Organization Name];
4. Request and be provided information from [Organization Name] about:
   1. Identifying potential or current hazards involving materials, processes, equipment, and
   2. Examples of safe work practices and health and safety standards in either similar industries, or businesses that are known to [Organization Name].
5. Be provided information by [Organization Name] about any tests regarding health and safety in the workplace (could be related to machinery, equipment, chemical or physical agent, material, or biological element, etc.);
6. Perform an inspection of the work site not less than once every three months; and submit a written report of each inspection to [Organization Name]; and
7. Be present at and be consulted about any testing in the workplace, as necessary.

Co-chair Powers

In the event the Committee does not reach a consensus, the co-chair(s) have the power to provide written recommendations to [Organization Name]. These recommendations shall be responded to within [Insert XX] days of their receipt, or as soon as possible. The response will include when the recommendation will be implemented when [Organization Name] agrees with the recommendation and reasons why when the recommendation is disagreed with and/or not accepted.

Committee Meetings

The Committee shall hold its first meeting within 14 days of being established; and then hold three subsequent meetings not less than once each month. After the third subsequent meeting, the Committee shall hold regular meetings at intervals not exceeding every three months, at minimum.

The Chief Safety Officer may require the Committee to meet more frequently than required due to any of the following at a work site:

* the existence of particular hazards or circumstances;
* the complexity of the work carried out; or
* the number of workers.

Additionally, a representative may call a special meeting with [Organization Name] to deal with urgent concerns, imminent dangers to health and safety, or the investigations of accidents causing serious bodily injury or of dangerous occurrences.

Minutes

The Committee shall record minutes of each meeting and keep the minutes on file. Additionally, the Committee shall send a copy of the minutes to the Chief Safety Officer, if required by the Chief Safety Officer; and post a copy of the minutes at a location that is readily accessible to workers at the work site.

Inspections

The Committee will be required to complete regular health and safety inspections of the worksite. The Committee is required to establish a schedule for the completion of these inspections and they should be completed not less than once every three months.

[Organization Name] will ensure that the committee member completing the inspection has sufficient time to complete it. The reports of these inspections shall be kept on file. In the event that the member requires information and/or assistance in completing the inspection, they shall be provided with it.

If any hazards or dangers are noted during the inspection, the Committee member must inform the Committee of their findings and the Committee must discuss this information as soon as reasonably possible.

In the Event of a Critical Injury or Death

If a critical injury or death occurs, a Committee member, in collaboration with [Organization Name] will be required to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved). Following the inspection, the member is required to present their written findings to the (Insert Title) and to the Committee.

[Organization Name] must also provide a written report, as soon as is reasonably

possible, to give notice to the Chief Safety Officer of an accident causing serious bodily injury or death.

Posting Committee Members’ Names

[Organization Name] will post the name of the members of the Committee, as well as their work departments, in an accessible location so that all employees are aware of who is on the Committee.